

PURCHASING- Mercury Commerce & Purchase Orders



PRESENTED

October 25, 2021

AGENDA

Introductions (10:00 – 10:05 AM)

Vendors (10:05 - 10:15 AM)

Vendor Information Form

Requisitions (10:15 - 10:25 AM)

Bidding Matrix

Contract Services Reminders

Mercury Commerce (10:25 - 10:50 AM)

Requisitions

Receiving

Colleague (10:50 - 11:10 AM)

Blanket Purchase Orders

Receiving

Bidding Matrix

Check and Credit Card Requests (11:10 - 11:20 AM)

Reminders (11:20-11:25 AM)

Questions (11:25 - 11:30 AM)

VENDORS

VENDOR INFORMATION FORM

Before transacting with a vendor, they must have a vendor record in Colleague.

Use "VENI" to determine if a vendor exists in the system.

New vendors are created upon receipt of complete documentation (VIF and BL/COI as needed).

Once the vendor record is created, you will receive the vendor number, which provides authorization to transact.

CONTRACT SERVICES REMINDER

The Agreement/Contract Template can be found on the Business Office web page and must be accompanied by a Tracking Sheet and Vendor Information Form.

Plan ahead – the approval process takes time. All PSAs/contracts must be signed by the President of the college *BEFORE* services commence.

The Board of Trustees must approve the contract before the President signs and *BEFORE* services commence.

REQUISITIONS

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Requisitions are submitted by the department to establish a purchase order before transacting with a vendor.

Purchase Orders are required for:

- Tangible Goods
- Services (*except* entertainment/speakers)
- Food/Catering Services

For defined purchases (product, quantities, unit pricing, are known and listed as line items), requisitions are submitted in Mercury Commerce.

For undefined purchases, requisitions are submitted on the electronic PR form via Adobe Sign.

Requisitions need to include supporting documentation (quote/estimate/proposal/contract/etc). See [Bidding Matrix](#).

BIDDING MATRIX



Purchases up to \$5,000 must have at least 1 quote



Purchases of \$5,001 - \$20,000 must have at least 2 quotes



Purchases of \$20,001 - \$96,700 must have at least 3 quotes



Purchases of \$96,701 and over must go into the bidding process

MERCURY COMMERCE

REQUISITIONS IN MERCURY COMMERCE

- Mercury Requisitions are for defined, one-time purchases.
- All requisitions must have supporting documentation attached.
- The requisition items, quantities, and pricing should match the supporting document.
- When in doubt, contact Purchasing.

RECEIVING IN MERCURY COMMERCE

Receiving needs to occur before an invoice can be paid.

This task is primarily done by the warehouse, however not everything is handled by the warehouse. Services, and any goods that bypass the warehouse (such as deliveries direct to Alisal or King City), need to be received by the department/requester.

- **Mercury Commerce (regular POs):**
 - Use the "Receive" tab.

*Receiving and Closing are NOT the same - Depts receive;
Purchasing closes.*

COLLEAGUE

REQUISITIONS IN COLLEAGUE

- Colleague Requisitions (Blanket POs) are for multiple payments to the same vendor throughout the fiscal year for a single project/service, or for undefinable goods purchases.
Example: *A service contract for quarterly maintenance.*
- Blanket POs are requested using the Purchase Requisition form (not through Mercury Commerce) and processed directly in Colleague.
- Requisitions for services must have supporting documentation attached.
- Approval logic is the same as Mercury Commerce.
[Signature Guidelines](#) can be found on the Purchasing website.
- Approval signatures must be obtained on the Requisition Form via Adobe Sign.

ADOBE SIGN REMINDERS FOR PURCHASING

- Use the following naming convention for your PDF file:
 - “PR_fiscal year_vendor name”
 - **Example:** PR 2022 Home Depot
- Signature fields must be set up on the provided spaces on the PR form.
- CC purchasing@hartnell.edu in Adobe Sign
 - **Note:** Purchasing does not need to sign the form.

RECEIVING IN COLLEAGUE

- **Colleague (Blanket POs):**
 - Send the invoice to Accounts Payable (accountspayable@hartnell.edu) with payment authorization and referencing the BPO number.
- **Colleague (regular POs):**
 - Warehouse has access and should do the receiving.

ACCOUNTS PAYABLE REMINDERS

PAYMENT FOR CONTRACT SERVICES

Once the Contract for Services is fully executed, request a purchase order:

- For one-time service, process the request in Mercury Commerce.
- For ongoing services, set up a Blanket Purchase Order.

Submit approved vendor invoices referencing the PO number to accountspayable@hartnell.edu

CHECK REQUESTS



Dues



Subscriptions



Reimbursements



Conference Registrations



Travel (ALL - includes hotels, airfare, car rentals, etc...)



Student Stipends (all students must have a non-service agreement on file to process their stipends)

CREDIT CARD REQUESTS

The Business Office has a college credit card to use for the following:

- Virtual conference registration
- Purchases in which the vendor does not accept payment by check or a purchase order.

Send Completed Credit Card Request form to Lucy.

Form is the same as the Check Request Form, please mark the Credit Card box on the top left portion of the form.

REMINDERS

- 1-2 week turnaround for check requests.
- Use purchase orders and reference PO # wherever possible.
- Check your budget balances! Requests with insufficient funds will be returned to the department via campus mail.
 - Use Colleague screen "ACBL" for account snapshot.
- Reimbursement and vendor checks will be mailed out.
- Student stipends must have a Non-Service Stipend Contract Agreement completed and a student roster attached to the Check Request form (include ID#s, names, addresses, amount to be paid).
- Student stipends should be in alphabetical order by last name.
- Invoices must be signed by the budget or program manager.
- All food purchases must have a completed 5 W's form.

ADOBE SIGN REMINDERS FOR ACCOUNTS PAYABLE

- Submit all accounts payable items through Adobe Sign
- Use the following naming convention for your PDF file:
 - “AP_fiscal year_vendor name”
 - **Example:** AP 2022 Home Depot
- Signature fields must be set up on the provided spaces on the Check Request form.
- CC accountspayable@hartnell.edu in Adobe Sign
 - **Note:** Accounting does not need to sign the form.

COLLEAGUE TOOLS

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Budget Reports:

- GLBS - Detailed Budget Status Report
- GLBR - Year-to-date Budget Summary Report w/ Purchase Orders

Inquiry Screens:

- ACBL – GL Account Balance Inquiry
- VENI - Vendor Activity Inquiry
- PINQ - Purchase Order Inquiry
- BINQ – Blanket PO Inquiry

Purchase Order Report:

- PREG – Purchase Order Register
- BPOS - Blanket PO Summary

VENI-VENDOR ACTIVITY INQUIRY

Look up checks by requisition number, purchase order number, voucher number

Date is date request was entered into the system

Status tells you if the check has been issued

Check number and date is when check was issued, checks are usually mailed out 1 day after they are issued

QUESTIONS